



The Selective Placement Practice Application Instructions

Step 1. Click on the link to open the Practice Application on the Delaware Employment Link can be found when you click on the Apply link on the www.statejobs.delaware.gov website.

Step 2. Click on **Job Seekers Resources**

DEL ABOUT US ▾ FEATURED CAREERS ▾ APPLY **JOB SEEKERS** SOCIAL MEDIA

Step 3. Scroll down to the Explore Our Resources box and click on **People With Disabilities**

EXPLORE OUR RESOURCES



People with Disabilities

Step 4. Click on the **Special Appointments** box

Special Appointments

Scroll down to #1 and click on the radio button next to Selective Placement ☒ Selective Placement

- Click on the blue box

You are verified as "Selective Placement" by DVR or DVI.

Step 5. This will direct you to the Class Specifications page (seen below) so that you can select the correct Class Title.

Below is a list of class specifications in alphabetical order. Find the job class that Human Resources or your manager directed you to and click on the job title of that class. When you select the class, a new window opens. At the top of the page there is a link that states 'If you are submitting an application associated with a Free Name or Other Special Appointment, click here.' Click on this link and an application will open that you can complete and submit to the State of Delaware.

If you were directed to complete an application for multiple job classes, you must complete the first job class application and then return to DEL and begin the process again for each additional job class for which you were instructed to apply.

Good Luck in your Job Search!

To cancel or change interest card subscriptions, click [here to Unsubscribe](#).

Select Job Groups

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add All Checked Classes to My Job Search Agent

A	Yearly Min - Max	Salary Grade
<input type="checkbox"/> MABB01 - Accountant	\$32,731.00 - \$48,847.00	010
<input type="checkbox"/> MABA02 - Accounting Specialist	\$28,649.00 - \$42,723.00	008
<input type="checkbox"/> MABA01 - Accounting Technician	\$25,090.00 - \$37,384.00	006
<input type="checkbox"/> MDCA01 - Active Treatment Facilitator	\$29,146.00 - \$36,430.00	006
<input type="checkbox"/> MDCA02 - Active Treatment Supervisor	\$28,649.00 - \$42,723.00	008

Step 6. Select the class title that you wish to apply to by clicking on the title. Once you check the appropriate class title, click on it and you will be directed to the Class Specifications of the job title you selected:



Accountant (#MABB01)

\$32,731.00 Yearly Min / \$40,789.00 Yearly Mid / \$48,847.00 Yearly Max

Apply as a **Selective Placement** applicant

Senior Accountant (#MABB02)

\$34,984.00 Yearly Min / \$43,605.00 Yearly Mid / \$52,226.00 Yearly Max

Apply as a **Selective Placement** applicant

Make sure that you choose the correct level as some class specifications have more than one level listed. In the example above, on the Accountant Class Specification, you will see both the Accountant and the Senior Accountant.

Note: If you are qualified for multiple levels of the class, you will have to fill out separate applications for each job title.

Apply as a **Selective Placement** applicant

Step 7. Click on the

box

You will be at the Registration page. Scroll down the page to log in.

Step 8. Check the box to agree to the terms of use:

☐ I agree with the above terms of use.

Choose the correct button

I am a NEW USER

If you have not yet registered in DEL, you will set up a new USERID and password that will allow you access to DEL

If you have already set up your USERID and password in DEL.

I have REGISTERED PREVIOUSLY

Click on this button and log into DEL with your USERID and Password and complete the Practice Application.

Step 9. If you are a **New User**

Enter the requested information

 Delaware.gov



Delaware Employment Link

Explore. Apply. Succeed.

OPEN JOBSMY APPLICATIONSNOTIFY ME OF NEW JOBSCLOSED JOBSJOB DESCRIPTIONS

New User Registration

Start here to create a new account if you are not yet a registered user.

Do not create multiple accounts. If you have forgotten your UserID or password, please use the [Forgot Your UserID?](#) and [Forgot Your Password?](#) links to retrieve your login information. **Passwords are case-sensitive.**

Do not share accounts. Each user must have a unique, separate account. If you share your account, your application information will **not** be accurate because the profile information (name, address, phone, e-mail) will be overwritten for all applications tied to this account.

Account-sharing may result in applicants being removed from consideration for job openings.

Job Title: Practice application
Job Number: PR0000 -000000-010101

You are required to provide the following information.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Name	<input type="text"/>
First 3 Letters of Last Name at Birth	<input type="text"/>
Last 4 Digits of Your Primary Phone Number	<input type="text"/>
Your Most Recent Zip Code	<input type="text"/>
Month of Birth	<input type="text" value="Select One"/>
Day of Birth	<input type="text" value="Select One"/>

Please confirm that your e-mail address is correct.

e-mail address	<input type="text"/>
confirm e-mail address	<input type="text"/>

Please give yourself a UserID which is at least 8 characters.

UserID	<input type="text"/> (up to 10 characters)
--------	--

Please select a Password which is at least 8 characters and a combination of letters and digits.

Password	<input type="text"/> (8 character minimum, must include both letters and digits)
Re-enter Password	<input type="text"/>

Step 10. Record your USERID and Password. You will need this information each time you log into DEL.

Submit Registration

Once you have entered all of the information, click

You are now registered in DEL and the Special Appointment application will open.

Step 11. *You may copy your practice application now or at a later time. Once it is complete, you will be able to copy your information into other applications and update it at any time. Please alert the omb_select@delaware.gov mailbox that you have submitted the application.*

Step 12. SP Application

When you select the class for SP and login you will arrive on this page:



Delaware Employment Link
Explore. Apply. Succeed.

OPEN JOBS MY APPLICATIONS NOTIFY ME OF NEW JOBS CLOSED JOBS JOB DESCRIPTIONS

Copy My Application

Select your practice application or a previous application to copy into the Selective Placement application. Just select the job title and it will copy the application.

Application Template				
Practice application PR0000-000000-010101 9/2/2020		Choose the Practice Application to copy into this application. Or, select from any applications below.		

Unsubmitted Applications		
Job Title/Bulletin Number	Deadline	Recruitment Status
No unsubmitted application records to display.		

Submitted and Unfinished Applications				
Job Title/Bulletin Number	Date Sent	Deadline	Last Notice	Recruitment Status
Administrative Specialist III 060121-MAAA03-600900	Not Sent	06/15/2021 11:59:00 PM		View Status

The new application will open and be prefilled with the information from the application you copied. You will notice that the job number is now listed as the job class you chose and #SP-Job class-F as the number. Look at all tabs and make any edits you need and then submit the application. Once submitted you will contact the omb_select@delaware.gov mailbox and let us know so that we can attach the supplemental questionnaire and make it ready to be viewed by hiring managers.



Activity Aide I #SP-MDCB01-F

You may fill out the application in any order by clicking on the tabs

EEO

Profile

School

Work

Resume

Review

Send

Exit

There are 8 tabs on the application. Make sure that you complete the information on the **Profile, School, Work and Resume Tabs**. Please make sure you **Save** and continue at the end of each tab. Make sure to enter detailed duties on your work experience.

The **EEO/AA** tab is voluntary. The **Review** tab allows you to review your entries and edit if necessary before submitting. On the **Send** tab you will be required to agree to the terms and it will have a **Submit** button (**Send to State of Delaware**). The **Exit** tab allows you to exit the system.

Step 13. Alert your Employment Specialist or the Selective Placement Program Manager that the application is ready for viewing **and** send an email to the omb_select@delaware.gov mailbox.